



## ORGANIC SYSTEM PLAN UPDATE – RETAILER & RESTAURANT

BUSINESS NAME:		
WSDA ORGANIC CERTIFICATION NUMBER:	COUNTY WHERE BUSINESS IS LOCATED:	STATE WHERE BUSINESS IS LOCATED:

### SECTION A. GENERAL INFORMATION

1. Are you currently certified by an agency other than WSDA Organic Food Program?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
1a. If, "Yes," please list the name of the agency and the first year certified by that agency:			
2. Did you receive a "Notice of Noncompliance" or a "Notice of Proposed Suspension" during the past year?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
2a. If "Yes," please provide information about the non-compliance below:			
<b>Non-compliance</b>	<b>Corrective Action</b>		
<i>Example: Records unavailable during inspection</i>	<i>Submitted plan to maintain complete records and sent copies of records.</i>		
1.			
2.			
3.			

### SECTION B. INPUTS AND MATERIAL INFORMATION [205.105 AND 205.201]

In the section below, provide information regarding the cleaning and sanitation materials you plan to use during the next year. **NOTE:** This is "a plan", you may continue to update it at any time throughout the year. Updating your plan can be as simple as a fax, email or letter.

#### CLEANING AND SANITATION [NOP 205.105, 205.270, 205.272]

1. List all cleaning and/or sanitation materials used on equipment and food contact surfaces.				<input type="checkbox"/> None Used ( <i>Go to #3</i> )	
<b>Cleansers/Sanitizers Used</b>	<b>Where is the material used? (On what equipment or food contact surface?)</b>	<b>Used Prior to an Organic Run?</b>	<b>Check if cleaning is documented</b>		
2. Is the use of the above cleansers or sanitizers followed by a potable water rinse?					<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does your operation use any additional cleansers prior to handling or processing Non-organic products?					<input type="checkbox"/> Yes <input type="checkbox"/> No



## ORGANIC SYSTEM PLAN UPDATE – RETAILER & RESTAURANT

### SECTION C. ORGANIC SYSTEM PLAN UPDATE [NOP 205.401]

The National Organic Standards requires all operations seeking certification to develop an Organic System Plan that details how organic products are handled or processed, and is agreed to by the certified operation and an accredited certifying agent. A certified operation must update this plan on an annual basis in order to verify continued compliance with National Organic Standards.

Refer to the Organic System Plan and Product Summary submitted in previous years when completing this section. If you plan to make any changes this year, place an "X" in the box next to the category and describe the changes in the space provided on the next page.

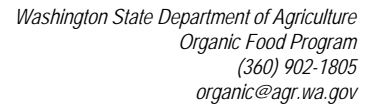
**For Example:** ☐ = No Changes  
☒ = Changes (provide brief explanation of the changes on the next page)

Changes can include, but are not limited to:

- ☐ **New equipment or production lines** – Replacing equipment or adding entire new lines of processing and handling equipment to expand your business.
- ☐ **Production practices** – Changes in handling practices or standard operating procedures for organic products.
- ☐ **Pest control practices** – New preventative practices or controls to manage pest problems or change in the company hired to provide pest control and monitoring.
- ☐ **Recordkeeping** – Changing or improving the way you collect, organize and/or maintain your production, inventory, and sales records.
- ☐ **Commingling prevention** - Changing the way you separate, store, or label organic and nonorganic products or ingredients.
- ☐ **Storage locations** – Utilizing a new off site storage facility for your organic products or ingredients.

<input type="checkbox"/> A. Company Overview – Chain of Custody	<input type="checkbox"/> I. Storage Practices
<input type="checkbox"/> B. Harvest and Transportation of Organic Crops	<input type="checkbox"/> J. Types of Packaging, Storage Containers, or Shipping Containers Used
<input type="checkbox"/> C. Receiving – Incoming Organic Product or Ingredient Procedures	<input type="checkbox"/> K. Shipping – Outgoing Organic Product Procedures
<input type="checkbox"/> D. Cleaning, Sanitation, Purge Procedures	<input type="checkbox"/> L. Pest Management Practices
<input type="checkbox"/> E. Packing or Processing Procedures	<input type="checkbox"/> M. Quality Assurance Program
<input type="checkbox"/> F. Use of Post Harvest Materials	<input type="checkbox"/> N. Recordkeeping Practices
<input type="checkbox"/> G. Use of Processing Aids	<input type="checkbox"/> O. Flow of Products and/or Ingredients
<input type="checkbox"/> H. Water and Chlorine Use/Monitoring	<input type="checkbox"/> P. Ingredient and Product Verification Procedures

In the space provided on the next page, describe any **changes** you have made, or plan to make, in the way you handle or process organic products. **NOTE: Areas discussed should correspond to the categories marked with an "X" above.**

[illegible]

THE NOP REQUIRES A SYSTEM PLAN UPDATE EACH YEAR. PLEASE KEEP A COPY OF THIS SYSTEM PLAN AS A REFERENCE FOR UPDATING YOUR PLAN IN THE FUTURE.